

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
250#:						
Schedule #: 1247 68#:BI Centennial Commission						
This group was brought together by the Maine Legislature to help cities and towns celebrate America's bicentennial. This committee serves as a conduit of federal grant money to the cities and towns. Files include: Committee Minutes; Youth Grant Money; travel Expenditures; Grant Correspondence; Final Grant Reports and Related Correspondence.	Paper	3/6/1998	Years 0	Years 0	Archives	Current
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Schedule #: 1279 69#:Commissioners Correspondence Secretary of State						
Correspondence from the Secretary of State	Paper	7/28/1998	Years 2	Years 0	Archives	Current
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Schedule #: 1665 120#:Return of Votes Cast by Town						
These records reflect the number of votes for particular candidates and issues. They are filled out at town level and returned to the Secretary of State. They are used to make the official tabulation books which are then certified as the official permanent record of an election. A typical record will simply list such things as the number of votes cast in a town, in a primary election for governor, representative to congress, state senator, register of deeds, etc.	Paper	8/29/2006	Years 2	Years 0	Destroy	Current
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Schedule #: 1770 104#:Secretary of State Photographs of Activities						
A collection of photographs and negatives related to the Office of Secretary of State and related Bureaus, including Maine State Archives, the Bureau of Motor Vehicles, and the Bureau of Corporations, Elections and Commissions. These photographs document events such as: Employee Recognition Day, Secretary of State internal awards, Archives and Motor Vehicle displays at Legislative Awareness Day, new shelving in archives, Secretary of State school awards, and the new Motor Vehicle building. These photos/negatives help document important aspects of the events within the Office of the Secretary of State and subsequent Bureaus.	Still Photograph	4/22/2010	Years 3	Years 0	Destroy	Current
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Schedule #: 1770 105#:International Association of Commercial Administrators 25th Anniversary Conference Photos						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
A collection of photographs and negatives from the International Association of Commercial Administrators 25th Anniversary Conference which took place in Ogunquit, Maine in May 2002. IACA is a professional association for government administrators of business organization and secured transaction record systems at the state, provincial, territorial, and national level in any jurisdiction which has or anticipates development of such systems. Employees from the Bureau of Corporations, Elections and Commissions attended this conference. Photos of speakers, attendees, group photos, banquet photos, award photos.	Still Photograph	4/22/2010	Years 3	0	Destroy	Current	
250P:Corporations Elections Commissions							
Schedule #: 135 2#:Election Reports							
Copy of Certification by Secretary of State concerning the number of votes for each candidate for a given election. Includes primaries, special elections and regular elections.	Paper	8/29/1975	Years 4	No Retention	0 Destroy	Current	
Schedule #: 340 8#:Original Bills of Engrossed Laws Passed by Maine Legislature							
Original bills passed by the Maine Legislature. Public Laws, Private & Special Laws, Resolves and Resolutions. First and Second Regular Sessions; First, Second and Third Special Sessions. Keep in agency Biennium plus 6 months, or until issuance of MRSA pocket part, whichever is earlier. These are the original signed engrossed laws.	Paper	4/19/1991	Contingent Upon Event - See Description	0	No Retention	0 Archives	Current
Schedule #: 341 9#:Tabulation Books with Official Tabulation of Votes							
Official tabulation of votes for State Senators, Representatives to the Legislature, State and County Officers, President, U.S. Senate, Representative to Congress, Governor, Direct Initiative Questions, Referendum Questions and Constitutional Amendments for the years 1972 thru 1974. Tabulation for Enrolled and Registered Voters for the years 1970 thru 1982.	Paper	2/13/1985	Years 10	No Retention	0 Archives	Current	
Schedule #: 676 11A#:Notary Public Applications							
These are paper applications that a new or renewing notary public must submit to the CEC office.	Paper	10/19/2017	Years 8	No Retention	0 Destroy	Current	
Schedule #: 676 11B#:Notary Public Certificates of Qualifications/Oaths of Office							

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These are paper oaths of office (certificates of qualification) that new and renewing notaries public are required to take.	Paper	10/19/2017	Years 8	No Retention 0	Archives	Current
Schedule #: 752 13#:Misc. Election Records						
Misc. information concerning the information requesting ballots including printing orders, proofs, and any related correspondence.	Paper	7/30/1993	Years 2	No Retention 0	Destroy	Current
Schedule #: 752 15#:Governor's Proclamations						
These are paper applications of any person to be observed or any subject to be proclaimed by the Governor.	Paper	10/19/2017	Years 2	No Retention 0	Archives	Current
Schedule #: 754 19#:Administrative Procedures						
Record copies of adopted rules of all State Departments. Keep in agency until updated or made obsolete.	Paper	10/23/1998	Variable - See Description	Years 10	Archives	Current
Schedule #: 754 23#:Pardons						
Action taken by Governor of Maine voiding a decision of Maine courts. Includes petition for clemency, information sheet from Governor's Board on Exectutive Clemency, Warrant of Conditional Pardon, related correspondence.	Paper	7/21/1989	Years 3	No Retention 0	Archives	Current
Schedule #: 757 24#:Codification of the Maine Constitution						
The Secretary of State upon request from the public will supply certified copies of codification. The official printed document of all amendments to the Constitution of Maine.	Paper	5/17/1989	Years 10	Years 10	Archives	Current
Schedule #: 757 25#:Certificates of Qualification/Oaths of Office						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These are the paper oaths of office (certificates of qualification) that all elected or appointed state officials are required to take. These include members of state boards and commissions, constitutional officers and members and officers of the Legislature, justices of the Supreme Court, judges of probate and other elected county officers.	Paper	10/19/2017	Years 8	No Retention	0 Archives	Current
Schedule #: 757 26#:Electoral College Material						
The official results of the Maine Electoral College Committee	Paper	5/17/1989	Years 1	No Retention	0 Archives	Current
Schedule #: 757 27#:Record Copy of an Official Commissioned Election						
An official document on file stating by the Governor and Secretary of State the elected officials of a state, county election within the State of Maine.	Paper	5/17/1989	Years 6	No Retention	0 Archives	Current
Schedule #: 757 28#:Election Tabulations						
The official results of all state, county and federal election results presented to the Governor for his signature.	Paper	5/17/1989	Years 10	No Retention	0 Archives	Current
Schedule #: 757 29A:Peoples Initiated Legislation (Official Copy)						
Official record of certification decision for legislation initiated by the people of Maine to veto legislation by the Legislature or to initiate new legislation. Keep in agency until time for challenges has past.	Paper	3/11/1999	Contingent Upon Event - See Description	0 No Retention	0 Archives	Current
Schedule #: 757 29B:Peoples Initiated Legislation - Approved (Circulated Copies)						
Circulated copies (petitions) for legislation initiated by the people of Maine to veto legislation by the Legislature or to initiate new legislation. Keep in agency until 6 months after any appeal process has passed and then destroy.	Paper	3/17/1995	Contingent Upon Event - See Description	0	0 Destroy	Current
Schedule #: 757 30#:Nomination Petitions						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The papers a candidate circulates collecting required signatures of registered voters. Retain in agency until the challenge deadline has passed, or challenge process has been completed.	Paper	4/19/1991	Contingent Upon Event - See Description	0	Years 2	Destroy Current
Schedule #: 757 31#:Legislative District Maps						
Narrative and maps describing district boundaries.	Paper	5/17/1989	Years	2	No Retention	0 Archives Current
Schedule #: 808 45#:Executive Employee Source of Income						
Disclosure of income by an appointed employee of the State of Maine.	Paper	3/31/1994	Years	1	Years	7 Destroy Current
Schedule #: 809 47#:Transitory Correspondence						
Incoming and outgoing letters about renewals, date stamped envelopes, and filing assistance notices. Keep in agency 6 months. (Note: With this amendment, series is extended to cover all transitory correspondence for Corporations and Uniform Commercial Code.)	Paper	11/16/1995	Retention of Less than 1 Year - See Description	0	No Retention	0 Destroy Current
Schedule #: 811 48#:Writs for All Business Entities and Motor Vehicle Accidents (Out of State Drivers)						
These relate to civil suits against business entities or out of state drivers involved in accidents in Maine. Files include: summons, complaint and related correspondence.	Paper	10/19/2017	Years	1	Years	10 Destroy Current
Schedule #: 894 50#:Ballots Cast in Disputed Elections in Maine						
Individual ballots cast in an election in Maine in which the outcome is disputed and must be recounted. Ballots must remain in the Secretary of State's office until recount completed then back to the towns for 22 months.	Paper	1/11/1999	Contingent Upon Event - See Description	0	Years	0 Destroy Current
Schedule #: 977 52#:LAN Backup Tape Cartridges: Monthly						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
A snapshot of the CEC database to be rotated on a monthly basis.	Magnetic Tape	2/26/1992	Destroy When Updated	0	Destroy When Updated	Current
Schedule #: 977 53#:LAN Backup Tape Cartridges: Weekly						
A snapshot of the CEC database to be rotated on a weekly basis.	Magnetic Tape	2/26/1992	Destroy When Updated	0	Destroy When Updated	Current
Schedule #: 977 54#:Program Backup Diskettes						
New computer program software which is to be installed on the database and then stored at the records center until updated or relaced.	DC	2/26/1992	Retention of Less than 1 Year - See Description	0	Destroy When Updated	Current
Schedule #: 993 56#:UCC Search Results						
This schedule applies to digitally created UCC search results generated for UCC search requests (no paper exists; only the PDF document is stored in the agency database). The UCC search is done on the name of the debtor provided. The results contain the search report and images of the filings that were retrieved. Digital retention records will be retained by the agency for the full retention period and until such a time as a purging system is in place. Typical retention period would be 6 months in CEC.	Digital File	10/19/2017	Months	6	No Retention	0 Destroy Current
Schedule #: 1028 57#:Board & Commission Annual Reports						
This schedule applies to digitally created annual reports generated using the online filing service (no paper exists; only the PDF document is stored in the agency database). Pursuant to Title 5, Chapter 379, boards or commissions are required to file an annual report providing the name of the clerk of the board, name and addresses of members, meeting and expense information, per diem compensation or expenses, expense reimbursements, funding sources and activities of the board or commission. Digital retention records will be retained by the agency for the full retention period and until such a time as a purging system is in place. Typical retention period would be 10 years in CEC.	Digital File	10/19/2017	Years	10	No Retention	0 Destroy Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1049 58#:Reapportionment Records</p> <p>Papers, including original orders from the Supreme Judicial Court, relating to the decennial census-driven reapportionment of Maine House, Senate, and Congressional districts.</p>	Paper	7/29/1993	Years 10	No Retention 0	Archives	Current
<p>Schedule #: 1049 59#:Certificate of Entitlement</p> <p>After every decennial U.S. Census, the Clerk of the U.S. House of Representatives sends a certificate of Entitlement to each state, showing how many Representatives to Congress the State is entitled to. Being sent are the 1971, 1981 at this time the 1991 Entitlement is at the Governors office at this time and cannot be found. Send to Archives upon receipt.</p>	Paper	7/29/1993	Years 0	No Retention 0	Archives	Current
<p>Schedule #: 1049 60#:Special Local Elections Held by or Recorded by the Secretary of State</p> <p>Past statute has called for the Secretary of State to hold local elections for special purposes, such as local option liquor sales. Other statutes ask that local election results be recorded with the Secretary, for example for unorganized places voting to organize.</p>	Paper	7/29/1993	Years 1	No Retention 0	Archives	Current
<p>Schedule #: 1049 61#:Filings Required by Statute (a/k/a Miscellaneous Filings)</p> <p>In various sections throughout State Statute, requirements exist to file certain papers with the Secretary of State. Generally no retention guidelines are given; one presumes that the Legislature intended most or all of these to be kept in perpetuity. The specific statute may come and go. For years, the reception area of CEC has kept a card filing system indexing these records. Years prior to 1950 (indexed volumes 1-7) apparently were sent to Archives directly in the past, with no corresponding schedule/series currently in force. As records schedules developed, some of the faster growing filings were separately subjected to retention schedules. Files contains, but are not limited to: Treasury reports of several kinds, some earlier proclamations, municipal reciprocal agreements, intertate compacts, court appointment, official agreements and appointments, certification of votes on private & special laws.</p>	Paper	3/10/1998	Years 1	Years 0	Archives	Current
<p>Schedule #: 1257 44:Financial Orders</p>						

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Orders approved by the Governor relating to intradepartmental transfers, requests for expenditures not authorized by other means, etc. Orders pertaining to short term obligations (including so-called "Budget Orders," for the purpose of bringing funds out of allotment reserve) may be destroyed after 2 years and audit. Orders pertaining to long term obligations (contracts, leases, etc.) destroy after final action and audit. Supporting documents shall have the same retention periods as the orders/obligations to which they relate.	Paper	3/11/1991	Years 0	Years 0	Archives	Current
Schedule #: 1319 68#:Cash Journals						
Daily listing of cash received showing date,name of individual or corporation sending money and amount.	Paper	8/17/1999	Years 2	Years 5	Destroy	Current
Schedule #: 1429 69:Daily Ledgers of Automated Information Systems Transactions						
These ledgers are the transactions that make up the agencies daily deposit of revenues received. This is the only copy of these financial transactions and must be maintained for seven years.	Paper	3/12/2002	Years 0	Years 7	Destroy	Current
These ledgers are the transactions that make up the agencies daily deposit of revenues received. This is the only copy of these financial transactions and must be maintained for seven years.	Hard Disk	3/12/2002	Years 7	Years 0	Destroy	Current
Schedule #: 1500 71#:Domestic Business Entity Filings						
This schedule applies to paper filings received in the office, which are kept in agency until scanned to create a digital file in the CEC electronic database and then sent to the Records Center. These images, which are considered reference copies, will be kept as long as they serve a business need of the agency. These filings include all domestic entity originating filings and amendments for business and nonprofit corporations, limited partnerships, limited liability partnerships and limited liability companies. Some examples of filings include: Articles of Incorporation, name reservations, change of legal name amendment, change of registered agent, change of registered agent's address, articles of dissolution and cancellation.	Paper	10/19/2017	No Retention 0	Years 10	Archives	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>This schedule applies to digitally created filings generated using the online filing service (no paper exists; only the PDF document is stored in CEC electronic database). Currently, the only corporate filings digitally created are the online change of registered office address, a commercial clerk or commercial registered agent listing, a commercial clerk or commercial registered agent termination, statement of change in name or address, or statement of resignation by commercial clerk or commercial registered agent. More online filings will be adding in the future. Archival electronic records will be retained by the agency until such a time as the records can be transferred to Archives. At that time, Archives will hold the "record copy" of the document. CEC will retain a reference copy in their database.</p>	Digital File	10/19/2017	Variable - See Description	0	No Retention	Archives Current
<hr/> <p>Schedule #: 1500 72#:Foreign Business Entity Filings</p>						
<p>This schedule applies to paper filings received in the office, which are kept in agency until scanned to create a digital file in the CEC electronic database and then sent to the Records Center. These images, which are considered reference copies, will be kept as long as they serve a business need of the agency. These filings include all foreign (outside state of Maine) authority to transact business filings and amendments for foreign business and foreign nonprofit corporations, foreign limited partnerships, foreign limited liability partnerships and foreign limited liability companies. Some examples of filings include: Authority to transact business, foreign name registrations, application for authority to do business, change of legal name amendment, change of registered agent, change of registered agent's address, statement of cancellation of foreign qualification and application of withdrawal.</p>	Paper	10/19/2017	No Retention	0	Years 10	Archives Current
<p>This schedule applies to digitally created filings generated using the online filing service (no paper exists; only the PDF document is stored in CEC electronic database). Currently, the only foreign (outside state of Maine) corporate filings digitally created are the online change of registered office address, change of home office address, a commercial clerk or commercial registered agent listing, a commercial clerk or commercial registered agent termination, statement of change in name or address, or statement of resignation by commercial clerk or commercial registered agent. More online filings will be adding in the future. Archival electronic records will be retained by the agency until such a time as the records can be transferred to the Archives. At that time, Archives will hold the "record copy" of the document. CEC will retain a reference copy in their database.</p>	Digital File	10/19/2017	Variable - See Description	0	No Retention	Archives Current
<hr/> <p>Schedule #: 1500 73#:Business Entity Annual Reports - Domestic & Foreign</p>						

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<p>This schedule applies to paper filings received in the office, which are kept in agency until scanned to create a digital file in the CEC electronic database and then sent to the Records Center. These images, which are considered reference copies, will be kept as long as they serve a business need of the agency. Domestic and foreign entities (business and nonprofit corporations, limited partnerships, limited liability partnerships and limited liability companies) are required by statute to file an annual report. The annual report provides the clerk or registered agent's name and address, officer, director and contact person's name and address, and the brief statement of the character of business.</p>	Paper	10/19/2017	No Retention	0	Years 5 Destroy	Current
<p>This schedule applies to digitally created annual report filings generated using the online filing service (no paper exists; only the PDF document is stored in our database). Domestic and foreign entities (business and nonprofit corporations, limited partnerships, limited liability partnerships and limited liability companies) are required by statute to file an annual report. The annual report provides the clerk or registered agent's name and address, officer, director and contact person's name and address, and the brief statement of the character of business. These images, which are considered reference copies, will be kept as long as they serve a business need of the agency.</p>	Digital File	10/19/2017	Variable - See Description	0	No Retention 0 Destroy	Current
<p>Schedule #: 1502 75#:Uniform Commercial Code (UCC) Filings</p>						
<p>This schedule applies to paper filings received in the office, which are kept in agency until scanned to create a digital file in the CEC electronic database and then sent to the Records Center. These images, which are considered reference copies, will be kept as long as they serve a business need of the agency. These filings include original financing statement lien filings, renewals, amendments and terminations of lien filings.</p>	Paper	10/19/2017	No Retention	0	Years 10 Destroy	Current
<p>This schedule applies to digitally created UCC filings generated using the online filing service (no paper exists; only the PDF document is stored in our database). These filings include original financing statement lien filings, renewals, amendments and terminations of lien filings. Digital retention records will be retained by the agency until such a time as a purging system is in place.</p>	Digital File	10/19/2017	Variable - See Description	0	No Retention 0 Destroy	Current
<p>Schedule #: 1503 76#:Mark Filings</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
This schedule applies to paper filings received in the office, which are kept in agency until scanned to create a digital file in the CEC electronic database and then sent to the Records Center. These images, which are considered reference copies, will be kept as long as they serve a business need of the agency. These filings include application for registration of a mark, application of renewal or any amendment or cancellation of a mark. A mark may be a series of words, symbols or design (or a combination) that uniquely identifies a business, trade, or product. A mark registered with the Secretary of State is valid for a period of ten years. The mark may be renewed any time during the six months prior to expiration.	Paper	10/19/2017	No Retention	0	Years 10	Archives Current
250A:Motor Vehicle						
Schedule #: 128 1#:Driver Records						
Records of exam applications,convictions, accident reports, affidavits, judgments, notice of suspension, hearing notices, complaints on driving habits, complaints on medical and physical conditions, complaints on drinking, investigation reports by State and local police and Motor Vehicle Investigators, medical records, notice of restoration, certification to the courts of records and suspension and miscellaneous correspondence. Destroy 6 months after microfilming.	Paper	5/31/1988	Destroy After Conversion to Another Medium	0	No Retention	0 Destroy Current
Original film, retain 10 years in agency and destroy; security copy, retain 10 years in Records Center and destroy.	Roll Microfilm	5/31/1988	Years	0	Years	10 Destroy Current
No microfiche will be generated after 1/1/89.	Microfiche	5/31/1988	Years	6	No Retention	0 Destroy Current
Schedule #: 138 10#:Commercial Completion Records						
Records consist of names of individuals, name of school and classes completed for commercial driver education. Records are received by the agency via mail, fax, and email, scanned and kept electronically for 5 years.	Digital File	1/23/2020	Years	5	No Retention	0 Destroy Current
Schedule #: 138 11#:Inventory Records						
Details amount of validating stickers and registration plates on hand at the Branch Offices.	Paper	9/29/1975	Years	2	No Retention	0 Destroy Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 138 12#:Daily Branch Financials Agency retains paper copies of Credit Card Slips and Refund Cards for 7 years. The Cash Receipt, End of Day Report, Credit Card Report and the End of Day Summary Report are scanned into the BMV Financial database and retained for 7 years.	Mixed	4/2/2021	Variable - See Description	0	No Retention	0 Destroy Current
Schedule #: 138 2#:Vehicle Operator Application Applications for operator's licenses for motor vehicles located in office. Destroy paper after filming; retain film 4 years.	Paper	9/29/1975	Destroy After Conversion to Another Medium	0	No Retention	0 Destroy Current
Applications for operator's licenses for motor vehicles located in office. Destroy paper after filming; retain film 4 years.	Roll Microfilm	9/29/1975	Years	4	No Retention	0 Destroy Current
Schedule #: 138 3#:Registration Application Application to register motor vehicle. Destroy paper after filming.	Paper	9/29/1975	Destroy After Conversion to Another Medium	0	No Retention	0 Destroy Current
Application to register motor vehicle.	Roll Microfilm	4/28/2015	Years	25	No Retention	0 Destroy Current
Application to register motor vehicle.	Digital File	4/28/2015	Years	25	No Retention	0 Destroy Current
Schedule #: 138 4#:Master Schedule Sheet Daily listing of examinees and result of examination.	Paper	9/29/1975	Years	2	No Retention	0 Destroy Current
Schedule #: 138 5#:Law Test Disqualification						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Written test taken by applicant for operator license and disqualified for wrong answers.	Paper	9/29/1975	Years 1	No Retention 0	Destroy	Current
Schedule #: 138 6#:Application for Instruction Permit and Driver Examination						
Application made out by individual for permit or examination.	Paper	9/29/1975	Years 2	No Retention 0	Destroy	Current
Schedule #: 138 7#:Transitory Correspondence						
Incoming requests for information dealing with operator licenses; registrations; examinations; titles and other related matters. Outgoing correspondence answering requests. Includes requests for printed material.	Paper	9/29/1975	Years 2	No Retention 0	Destroy	Current
Schedule #: 138 8#:Dealer Application for Replacement Plates & Notice of Lost Dealer Plates						
Applications for dealer plates by retail vehicle sellers. Includes notice of lost dealer plates.	Paper	3/3/2016	Years 1	No Retention 0	Destroy	Current
Applications for dealer plates by retail vehicle sellers. Includes notice of lost dealer plates. Purge digital records annually.	Digital File	3/3/2016	Contingent Upon Event - See Description	No Retention 0	Destroy	Current
Schedule #: 138 9#:Dealer Questionnaire						
Questionnaire filled out by dealers relating to the facilities of the dealership. Retain until update or termination of dealership.	Paper	9/29/1975	Destroy When Updated	No Retention 0	Destroy	Current
Schedule #: 150 13#:Registration Fees & Affidavits						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Receipts for Requests for Duplicate Motor Vehicle Registration Certificates, MV11; Increase of Gross Weight, MV13; Information Furnished, MV53; Loss Plates and Requests for New Plates, MV9; Request for Replacement of Validation Stickers, MV14; Reserved Number Plates, MV62; Short Term Gross Weight Permits (unnumbered); Affidavits or Statements relating to Registration of Antique Motor Vehicles, MV65; Certificate of Inspection of an Assigned Number (MV43; Statement of Wrong Engine or Serial Number, MV14; Returned Plate Card, unnumbered; Statement of Plates Never Used or Received, MV34. Microfilm and destroy paper; retain film 4 years, or until after quadrennial audit.	Roll Microfilm	12/1/1975	Years 4	No Retention 0	Destroy	Current
Receipts for Requests for Duplicate Motor Vehicle Registration Certificates, MV11; Increase of Gross Weight, MV13; Information Furnished, MV53; Loss Plates and Requests for New Plates, MV9; Request for Replacement of Validation Stickers, MV14; Reserved Number Plates, MV62; Short Term Gross Weight Permits (unnumbered); Affidavits or Statements relating to Registration of Antique Motor Vehicles, MV65; Certificate of Inspection of an Assigned Number (MV43; Statement of Wrong Engine or Serial Number, MV14; Returned Plate Card, unnumbered; Statement of Plates Never Used or Received, MV34. Microfilm and destroy paper; retain film 4 years.	Paper	12/1/1975	Destroy After Conversion to Another Medium	No Retention 0	Destroy	Current
Schedule #: 270 14#:Title Information File						
Applications for title, correspondence pertaining to the application, supporting documents (manufacturers statements of origin on new vehicles and surrendered titles for used vehicles).	Digital File	3/24/2015	Years 25	No Retention 0	Destroy	Current
Applications for title, correspondence pertaining to the application, supporting documents (manufacturers statements of origin on new vehicles and surrendered titles for used vehicles). Destroy after conversion to another medium.	Paper	3/24/2015	Destroy After Conversion to Another Medium	No Retention 0	Destroy	Current
Applications for title, correspondence pertaining to the application, supporting documents (manufacturers statements of origin on new vehicles and surrendered titles for used vehicles).	Roll Microfilm	3/24/2015	Years 10	Years 15	Destroy	Current
Schedule #: 278 15#:Driver Records Confidential Medical Material						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Original copy on file at Human Services--held from 6 to 10 years dependent on the case. MVD uses the information to return the operator license to the individual and has no further use after. Destroy 90 days after issuance of operators license.	Paper	8/7/1979	Retention of Less than 1 Year - See Description	0 No Retention	0 Destroy	Current
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Schedule #: 868 16#:Vehicle Dealer Records						
Anyone who sells vehicles such as trailers, cars, cars buses, trucks must have a license. Questionnaire, zoning forms, renewal forms and related correspondence are placed in our dealer files. Keep in agency until dealer goes out of business plus 5 years.	Paper	3/3/2016	Years	5 No Retention	0 Destroy	Current
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Description - same as paper format	Digital File	3/3/2016	Years	5 No Retention	0 Destroy	Current
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Schedule #: 1192 19A:Unix System Tapes, Motor Vehicle Disaster Recovery Plan - On Site Copies						
These tapes are to be stored as part of the Department's disaster recovery plan and the computer operating software requisite to its functioning. This will be rotated on a weekly basis. The requested storage for the disketts is done so in the context of "last resort," i.e., all other copies for whatever reason are not available. The database contains information such as: motor vehicle registrations; driver licenses; violations; plus the structure necessary to retrieve this information for a particular driver or a particular vehicle. Also includes reel and frame number required to locate the actual document on microfilm. Retain until updated.	Magnetic Tape	2/7/1996	Destroy When Updated	0 No Retention	0 Destroy	Current
<hr/>						
Schedule #: 1192 19B:Unix System Tapes, Motor Vehicle Disaster Recovery Plan - Backup Copies						
These tapes are to be stored as part of the Department's disaster recovery plan and the computer operating software requisite to its functioning. This will be rotated on a weekly basis. The requested storate for the disketts is done so in the context of "last resort," i.e., all other copies for whatever reason are not available. The database contains information such as: driver licenses; motor vehicle registrations; violations; plus the structure necessary to retrieve this information for a particular driver or a particular vehicle. Also includes reel and frame number required to locate the actual document on microfilm. Retain in Center until updated.	Magnetic Tape	2/7/1996	Years	0 Destroy When Updated	0 Destroy	Current
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Schedule #: 1195 20#:Motor Carrier Dockets						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
For hire motor carrier for transporting passengers or property. Basic information of company name, address, etc., and local agent information. Financial information, what they pay us and what they pay other states; we collect for other states and they for us. Files include: application, financial information, registration receipt, ICC permit and related correspondence.	Paper	8/10/1999	Years 3	No Retention 0	Destroy	Current
Schedule #: 1195 20A:Motor Carrier Dockets - Backup Microfilm						
For hire motor carrier for transporting passengers or property. Basic information of company name, address, etc., and local agent information. Financial information, what they pay us and what they pay other states; we collect for other states and they for us. Files include: application, financial information, registration receipt, ICC permit and related correspondence.	Roll Microfilm	8/5/1996	Years 7	No Retention 0	Destroy	Current
Schedule #: 1195 20B:Motor Carrier Dockets - Backup Microfilm						
For hire motor carrier for transporting passengers or property. Basic information of company name, address, etc., and local agent information. Financial information, what they pay us and what they pay other states; we collect for other states and they for us. Files include: application, financial information, registration receipt, ICC permit and related correspondence.	Roll Microfilm	8/5/1996	Years 0	Years 7	Destroy	Current
Schedule #: 1195 21#:Insurance Filings						
These files show proof of insurance or financial responsibility of all commercial vehicles for hire: file contains copy of insurance certificate. Destroy paper after microfilming and verifying.	Paper	2/13/1996	Retention of Less than 1 Year - See Description	0	No Retention 0	Destroy Current
Schedule #: 1195 21A:Insurance Filings (Microfilm)						
These files show proof of insurance or financial responsibility of all commercial vehicles for hire: file contains copy of insurance certificate.	Roll Microfilm	2/13/1996	Years 7	No Retention 0	Destroy	Current
Schedule #: 1195 21B:Insurance Filings (Backup Microfilm)						
These files show proof of insurance or financial responsibility of all commercial vehicles for hire: file contains copy of insurance certificate.	Roll Microfilm	2/13/1996	Years 0	Years 7	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1209 38:Reciprocity Agreements After 1980</p> <p>In 1945 there was a major change in reciprocity laws of the State. Correspondence dating from 1940 to 1980 on reciprocity between the states is being accessioned into the Archives; reciprocity correspondence is still ongoing with new agreements evolving. Reciprocity between states is an agreement motor carriers registered in one state may drive in another state without registering in that state. Starting with 1981's correspondence, these records may be destroyed whenever a new agreement is reached.</p> <p>These agreements are maintained through AAMVA and should not change significantly.</p>	Paper	12/29/2020	Destroy When Updated	0	No Retention	0 Destroy Current
<p>Schedule #: 1224 40:International Registration Plan (IRP) Trucker Registration</p> <p>This series includes all vehicle and carrier information for registrations for all states and the 3 Canadian Provinces participating in the IRP Program. File information includes miles traveled in each state (from cab cards and schedule B), registration fees calculated for Maine and all other states registrant and vehicle use taxes to the federal government. Records are used by the IRP staff for registration renewal information, adding or deleting vehicles, adding or deleting states from the program, and transferring vehicles.</p>	Paper	4/15/1997	Years	5	No Retention	0 Destroy Current
<p>Schedule #: 1323 23:Trailer Transit License (Application/Renewal)</p> <p>This is an application form/renewal form for a trailer transit license. The form is retained in a carrier file that a copy of the license/registration attached. The information contained on the application/renewal is: name of company, address, other locations, FID#, telephone number, plate number(s) assigned, individual or corporation, signature of registrant and validation of fees paid.</p>	Paper	8/13/1999	Years	5	Years	0 Destroy Current
<p>This is an application form/renewal form for a trailer transit license. The form is retained in a carrier file that a copy of the license/registration attached. The information contained on the application/renewal is: name of company, address, other locations, FID#, telephone number, plate number(s) assigned, individual or corporation, signature of registrant and validation of fees paid.</p>	Roll Microfilm	8/13/1999	Years	5	Years	0 Destroy Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
This is an application form/renewal form for a trailer transit license. The form is retained in a carrier file that a copy of the license/registration attached. The information contained on the application/renewal is: name of company, address, other locations, FID#, telephone number, plate number(s) assigned, individual or corporation, signature of registrant and validation of fees paid. (Back-up microfilm)	Roll Microfilm	8/13/1999	Years 5	Years 0	Destroy	Current
<hr/>						
Schedule #: 1335	24:Drive Education and Evaluation Program (DEEP) Completion Notices					
This notice is used to data enter DEEP status onto Driver License History files on BMV mainframe. The original of this record is stored by the Office of Substance Abuse for 7 years.	Paper	2/14/2000	Years 4	Years 4	Destroy	Current
<hr/>						
Schedule #: 1336	25A:Investigation Cases (Non-Felonies)					
This series is maintained because we are a law enforcement agency. We need to reference the files for the complainant, other law enforcement agencies and the judicial system. These cases are broken into 3 categories: Dealers, individuals and License/ID cases. Dealer cases are just Dealer cases; License/ID are just that and Individual Cases cover all other cases that are not one of the aforementioned. Investigations involve any type of motor vehicle violation of the Motor Vehicle Law Title 29A and/or Title 10. A few examples: Dealer plate misused, unlicensed license plate, title fraud, vin number change, false disclosure information, mileage change, etc.	Paper	2/16/2000	Years 5	Years 0	Destroy	Current
<hr/>						
Schedule #: 1336	25B:Investigation Cases (Felonies)					
This series is maintained because we are a law enforcement agency. We need to reference the files for the complainant, other law enforcement agencies and the judicial system. These cases are broken into 3 categories: Dealers, individuals and License/ID cases. Dealer cases are just Dealer cases; License/ID are just that and Individual Cases cover all other cases that are not one of the aforementioned. Investigations involve any type of motor vehicle violation of the Motor Vehicle Law Title 29A and/or Title 10. A few examples: Dealer plate misused, unlicensed license plate, title fraud, vin number change, false disclosure information, mileage change, etc.	Paper	2/16/2000	Years 5	Years 15	Destroy	Current
<hr/>						
Schedule #: 1585	26#:Bureau of Motor Vehicles Data Backup Tapes					

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Backup tapes for the Bureau of Motor Vehicles information system.	Magnetic Tape	5/13/2003	Destroy When Updated	0	Destroy When Updated	Current
<hr/>						
Schedule #: 1760 30#:Trailer License Plate Transmittal form						
The BMV Stockroom stores this form as reference to verify where the plates were shipped in the event of an error. This form supports the LTT trailer plate issuance program, it is a record of where specific plates are shipped. All plate series issued are stored electronically by the registration system as well. This form is the Stockroom's copy of the release of trailer plates to agents and aids in destination verification in the event of an error or for enforcement needs. The form is used to pick the plates, package and ship and or prepare for agent pick up. The file is made of this form only. The form has the agents name and the trailer plate series designated for the agent	Paper	4/30/2010	Years	1	0	Destroy Current
<hr/>						
Schedule #: 1880 31#:CDL Medical Self-Certification Form MVE-64C Rev. 1/12						
We are required by the Federal Government to keep these medical requirements forms for Commercial Driver's License. We are keeping them for a minimum of 3 years.	Digital File	6/18/2012	Years	3	No Retention	0 Destroy Current
<hr/>						
Schedule #: 1988 32#:Over Limit Permits						
Over limit permits are required when a company and/or individual must move a load when the entire vehicle and load configuration exceeds the legal limit(s) established in statute. A copy of the completed permit must be carrier in the power unit during the described move. Law enforcement verifies compliance during roadside inspections. Permit forms contain the following information: carrier or individual legal name, address, phone number, fax number, USDOT Number, vehicle information, load information, configuration size and weight, origin, destination, routes, permit number, permit fee, effective and expiration dates, escort requirements, and any other special provisions as necessary.	Paper	3/1/2016	Destroy After Conversion to Another Medium	0	No Retention	0 Destroy Current
<hr/>						
Description - same as paper	Roll Microfilm	3/1/2016	Years	5	No Retention	0 Destroy Current
<hr/>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Description - same as paper	Digital File	3/1/2016	Years 5	No Retention	0 Destroy	Current	
<hr/>							
Schedule #: 1990	33#:72 Hour Trip Permit (File)						
The agency keeps these records to support the International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA). The records are used to log trips and the files contain the permit application filled out by the customer and copy of their current registration as well as a copy of the 72 Hour Trip permit. Information that would be found in this file would be the carrier name, Make, Model and year of the vehicle. Vehicle Identification number. Carrier's address and contact information. Effective/Expiration date of the permit. US DOT number.	Paper	3/15/2016	Years 3	No Retention	0 Destroy	Current	
<hr/>							
Schedule #: 1992	35#:Dealer Security Bonds						
This information is collected from individuals that are applying to/operating car dealerships in the State of Maine. This is driven by policy as well as Title 29A section 901. This material is replaced annually until close of business. After close of business the bond remaining would be retained for 5 years.	Paper	3/3/2016	Contingent Upon Event - See Description	No Retention	Destroy	Current	
<hr/>							
Description - same as paper.	Digital File	3/3/2016	Contingent Upon Event - See Description	0	No Retention	0 Destroy	Current
<hr/>							
Schedule #: 2004	36:HVUT, Heavy Vehicle Use Tax						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Trucks with an r. v.w. of 55,000 lbs. or more require evidence of Heavy Vehicle Use Tax (HVUT). Title 29 subsection 504 Federal heavy vehicle use tax; proof of payment required. Except as provided by 26 Code of Federal Regulations, Section 41.6001-2(b)(3), a registration certificate may not be issued for a motor vehicle subject to the use tax imposed by the Internal Revenue Code of 1986, 26 United States Code, Section 4481 , until the applicant has presented proof of payment as prescribed by the Secretary of the United States Treasury.	Digital File	6/2/2016	Years 7	No Retention 0	Destroy	Current
The Secretary of State shall keep records and may issue evidence to comply with 26 Code of Federal Regulations, Part 41 , revised as of May 23, 1985, and the Internal Revenue Code of 1986, 26 United States Code, Sections 4481, 4482 and 4483.						
Pursuant to rule, the Secretary of State may certify that a vehicle qualifies for exemptions under 26 Code of Federal Regulations, Section 41.4483-3(g) or Section 41.4483-6(b), revised as of May 23, 1985.						
	Roll Microfilm	6/13/2016	Years 7	No Retention 0	Destroy	Current
	Paper	6/13/2016	Destroy After Conversion to Another Medium	No Retention 0	Destroy	Current

255#:Maine State Archives

Schedule #: 305 5#:Reports, Monthly/Weekly

Monthly Narrative Reports and Weekly Time & Production Reports.	Digital File	8/20/2020	Years 1	No Retention 0	Destroy	Current
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Schedule #: 709 37#:State Archivist's Correspondence/Administrative Files

Department Series Report

29: Secretary of State

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Correspondence documenting such activities as: agency changes/structure revisions; development of background to policy decisions; discussions of legal issues specific to the agency; staff and organization structure decision-making; crisis management.</p> <p>[Most files are now in digital format; however some might still be in paper; so mixed media.]</p>	Mixed	8/20/2020	Years	6	No Retention	Archives Current
<hr/>						
<p>Schedule #: 709 40#: MSA Publications</p> <p>The State Archives is authorized by Title V, Chapter 6 to publish and sell to the public archival material, reports, etc. One copy of each revision (excluding "revisions" which are confined to minor corrections of the text) is to be retained by the agency.</p>	Paper	12/16/1988	Years	0	No Retention	Archives Current
<p>Description: same as paper; original digital publications are archival; if they are a copy of an original print publication, copies can be destroyed once updated.</p>	Digital File	12/16/1988	No Retention	0	No Retention	See Description Current
<hr/>						
<p>Schedule #: 863 107:Archives Advisory Board Minutes</p> <p>Official record of all actions taken by the Archives Advisory Board, including approval of disposition schedules and disposal lists for State Records. Minutes include: correspondence and related reports and memoranda presented to the Board at each meeting.</p> <p>Records include: Local Government Board Records 1989-1996; Committee on Destruction of Old Records 1949-1976 (not consecutive years); Municipal Board records 1975-1990; County records Board materials 1974-1988.</p> <p>Mixed records include paper and digital files.</p>	Mixed	8/20/2020	Years	5	No Retention	Archives Current
<hr/>						
<p>Schedule #: 1655 100:Maine Historical Records Advisory Board - Minutes and Policy Management</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Maine Historical Records Advisory Board is charged with supporting the preservation of, and access to, Maine's historical records. These records include minutes of the Board and other relevant policy management and standard documents which help to plan future projects and document the activities of the Board. Records may include: policy documents describing project operation (purpose, application requirements, expected outcomes); correspondence and memos documenting any unusual events; reports required by the Board.</p> <p>Mixed media contains paper and digital files.</p>	Mixed	8/20/2020	Years 5	No Retention 0	Archives	Current
<hr/>						
<p>Schedule #: 1655 102:Maine Historical Records Advisory Board - Planning Documents</p> <p>These records provide background information on historical records collections in Maine. They are used to provide background information in setting priorities, in planning projects for the Board, and to provide guidance to individual records repositories. Records may include: consultant reports for historical records repositories; correspondence; sample final reports/rejected reports from grantees; project results, awards, etc.</p> <p>Mixed media contains paper and digital files.</p>	Mixed	8/20/2020	Years 6	No Retention 0	Destroy	Current
<hr/>						
<p>Schedule #: 1655 103:Maine Historical Records Advisory Board - Regrant Applications/Supporting Documents</p> <p>These records are used in managing the applications for specific deadlines of the Regrant Program, a grant program for non-profit historical records repositories and local and county government (Basic and Major Grants awarded). They include the detailed information pertinent only to the projects as they are taking place. Records may include: completed applications; rejected/withdrawn applications; correspondence related to funded grant projects; printed summary of written Board review comments and numerical ratings prior to Board review meeting; original Board review forms not included in summary.</p> <p>Mixed media contains paper and digital files.</p>	Mixed	8/20/2020	Years 3	No Retention 0	Destroy	Current
<hr/>						
<p>Schedule #: 1762 106#:Maine State Library Digitized Maps</p> <p>Digitized map collection from the holdings of the Maine State Library. These are invaluable Maine related historical maps which include information on the history and geography of Maine of archival interest to historians and citizens of Maine.</p>	Digital File	5/4/2010		0	Archives	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1989 69#:Maine State Archives Training Materials</p> <p>Materials created for the purpose of trainings, tours and conferences.</p> <p>[Materials kept in electronic and paper format. Media format mixed.]</p>	Mixed	1/26/2016	Years 3	No Retention 0	Destroy	Current
<p>Schedule #: 1993 70#:Maine State Archives General Policy/Procedure Manuals</p> <p>Internal policies and procedures covering routine, day-to-day operations of the Maine State Archives. Includes Disaster Preparedness and Recovery Plans. Retain until superseded then destroy.</p>	Mixed	4/4/2016	Contingent Upon Event - See Description	No Retention 0	Destroy	Current
<p>Schedule #: 1999 71#:Odiorne Grants - Applications Denied</p> <p>These records are used in managing the applications for the Odiorne Grants. The grants were established from a bequest from the late Elizabeth D. Odiorne of Brunswick. Applications are submitted to the Maine State Archives for review and approval. Denied applications are kept on file for 6 months.</p>	Paper	4/4/2016	Months 6	No Retention 0	Destroy	Current
<p>Schedule #: 1999 72#:Odiorne Grants - Applications Approved</p> <p>These records are used in managing the applications for the Odiorne Grants. The grants were established from a bequest from the late Elizabeth D. Odiorne of Brunswick. The Maine State Archives established a grant program to support archaeological work within Maine that has a relationship to archival material in accordance to the terms in the bequest. Grants are for one year and require that a final report be submitted at the end of the project no later than three months after the close of the grant period. Approved applications are kept on file until the final report is submitted.</p>	Paper	4/4/2016	Contingent Upon Event - See Description	No Retention 0	Destroy	Current
<p>Schedule #: 1999 73#:Odiorne Grants - Final Report</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These records are used in managing the applications for the Odiorne Grants. The grants were established from a bequest from the late Elizabeth D. Odiorne of Brunswick. The Maine State Archives established a grant program to support archaeological work within Maine that has a relationship to archival material in accordance to the terms in the bequest. Grants are for one year and require that a final report be submitted at the end of the project no later than three months after the close of the grant period.	Mixed	4/4/2016	Years 6	No Retention 0	Destroy	Current
255A:Maine State Archives - Archives Services						
Schedule #: 305 0002#:Search Room Registration						
Daily registration of signatures of searchers using the Search Room.	Paper	2/18/1981	Years 1	No Retention 0	Destroy	Current
Schedule #: 305 0003#:Reference Requests, Archives Services Division						
Inquiries addressed to Maine State Archives or referred from other agencies regarding requests for information from records held at the Archives. These include mail, email, telephone and in-person requests.	Mixed	8/20/2020	Years 2	No Retention 0	Destroy	Current
Schedule #: 305 0004#:Researcher Applications						
Application forms for researchers who have visited the Search Room. These forms include photocopes of drivers licenses and a signed acknowledgement that the researcher has read the Search Room policies.	Paper	8/20/2020	Years 6	No Retention 0	Destroy	Current
Schedule #: 305 0005#:Registry of Deed Receipts						
Signed forms for Registries of Deeds confirming receipt of film and the location of the film.	Paper	1/26/2016	Years 1	No Retention 0	Destroy	Current
Schedule #: 305 0006#:Researcher Renewals						
Signed forms from Research Cardholders acknowledging that they have reviewed the Search room policies when they renew their Research Cards. They will also contain current address.	Paper	8/20/2020	Years 3	No Retention 0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 305 0007#:Intern and Volunteer Files</p> <p>Records pertaining to interns and volunteers at the Maine State Archives, including application forms, confidentiality agreements and letters of reference.</p>	Paper	1/26/2016	Years 2	No Retention 0	Destroy	Current
<p>Schedule #: 1021 0031#:Search Room Daily Statistics Sheet</p> <p>To keep a record of the number of patrons, phone calls, microfilm, and other research materials or services rendered by the search room on a daily basis. Information is then used to compile monthly report. Retain one month.</p>	Paper	1/29/1993	Retention of Less than 1 Year - See Description	No Retention 0	Destroy	Current
<p>Schedule #: 1994 407:Gift Registry</p> <p>Registry of gifts to the Maine State Archives.</p>	Mixed	4/4/2016	Permanent or Indefinite	No Retention 0	Archives	Current
<p>Schedule #: 1994 408:Maine State Archives Gifts</p> <p>Materials donated to the Maine State Archives from outside of State agencies. These materials are given a gift number which can be used to trace the material back to the donor. The number should be included in all references to the material so as not to lose provenance.</p>	Mixed	4/4/2016	Permanent or Indefinite	No Retention 0	Archives	Current
	Paper	3/15/2021	Permanent or Indefinite	No Retention 0	Archives	Current
<p>Schedule #: 1994 409:Deeds of Gift</p> <p>Forms signed by staff of the Maine State Archives and donors acknowledging the gift of records to the Archives.</p>	Paper	4/4/2016	Permanent or Indefinite	No Retention 0	Archives	Current
<p>Schedule #: 9999 0998#:Town Records Stored by Maine State Archives</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These are town records already in storage. Archives Services needs to create individual series for them when time permits. (Includes deorganized towns and plantations.)	Paper		0	0	Archives	Current
255R:Maine State Archives - Records Management Services						
Schedule #: 312 13#:Photoduplication Work Orders						
Form and 3 copies used to process orders for all copy work done by the photoduplication laboratory. Various copies retained in Search Room where orders are taken; in the Photolab; and in the Administrative Office.	Paper	12/14/1983	Years 2	No Retention	0 Destroy	Current
Schedule #: 334 15#:Application for Records Retention Schedule						
A retention schedule is a document listing all the titles of the records series (groupings of records that support similar business processes having related legal and operational retention requirements), length of time each document or record will be retained as an active record, the reason for its retention (administrative, legal, fiscal, and historical) and disposition agreed by the agency and Records Management. Included with the schedule application are the inventory form, samples and proper justification.	Paper	5/31/2018	Permanent or Indefinite	0	No Retention	0 See Description Current
These records will be retained as long as they serve the business needs of the Records Management Department and show any historical background of agency schedules not provided elsewhere. If no longer needed for agency business or historical background (no records and no associated current schedules/series), any disposition "destroy" schedule can be destroyed once it is made obsolete. (Disposition archives schedules will be retained for recording purposes.)						
Schedule #: 334 16#:Application for Authorization for Records Center Use Cards/State Agency Records Officer Designation						
Form used by state agencies to apply for records center access and also to appoint Records Officers and Assistants. This form is also used to make corrections and removals.	Mixed	1/26/2016	Years 5	No Retention	0 Destroy	Current
Schedule #: 334 17#:Transmittal of Records and Continuation Sheet						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Authorization form required for state agencies to transfer records to the Records Center and Archives. Retention is counted from last box date listed on transmittal. Transmittals are kept permanently.</p> <p>Once records have met the required retention period, these forms become part of the disposition, then retained in the agency as long as the associated disposition.</p>	Paper	5/31/2018	Contingent Upon Event - See Description	0	No Retention	See Description Current
<hr/> <p>Schedule #: 334 18#:Request for Reference Service</p> <p>The State Records Center provides agencies with centralized, economical storage for their inactive and pre-archival government records. Agencies use the Request for Reference Services form to order files they have stored at the Records Center. Only those persons who have been issued an access card may order agency records. Archival records may not leave the building and must be viewed at the Maine State Archives.</p> <p>Information includes: name of requestor, access card number, contact information and file information.</p>						
<p>Information includes: name of requestor, access card number, contact information and file information.</p>	Mixed	8/20/2020	Years	2	No Retention	0 Destroy Current
<hr/> <p>Schedule #: 334 19#:Records Center Disposition Notification</p> <p>Authorization form required for state agencies to destroy records which have met their retention periods according to their agreed to schedules. These are the forms sent out once the records have met the required disposition date, signed by required personnel and returned to the Records Center so that records can be destroyed.</p> <p>Forms are retained permanently in the agency.</p>						
<p>Forms are retained permanently in the agency.</p>	Paper	5/31/2018	Permanent or Indefinite	0	No Retention	0 See Description Current
<hr/> <p>Schedule #: 1995 40#:Alternative Repository Applications</p> <p>Institutions submit an application to the Maine State Archives to become an Alternative Repository. An institution must be approved by the Archives Advisory Board as a depository for local government records before a local government agency may deposit its records with the institution. An institution must be approved by the Archives Advisory Board to accept confidential records before a local government agency may deposit confidential records with the institution. The application shall be kept on file until the institution no longer serves as an alternative repository by the terms and conditions agreed upon.</p>						
<p>Institutions submit an application to the Maine State Archives to become an Alternative Repository. An institution must be approved by the Archives Advisory Board as a depository for local government records before a local government agency may deposit its records with the institution. An institution must be approved by the Archives Advisory Board to accept confidential records before a local government agency may deposit confidential records with the institution. The application shall be kept on file until the institution no longer serves as an alternative repository by the terms and conditions agreed upon.</p>	Paper	4/4/2016	Contingent Upon Event - See Description	0	No Retention	0 Destroy Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1996 41#:State General Schedule Records</p> <p>The general schedules provide retention and disposition authorizations for records commonly created and maintained by state agencies to support administrative, personnel, and fiscal activities. These records show schedule adoptions, authorizations and other significant records related to the formation of the State General Schedules.</p> <p>Records will be retained for 10 years after superseded or obsolete.</p>	Mixed	8/20/2020	Contingent Upon Event - See Description	0	No Retention	Archives Current
<p>Schedule #: 1998 42#:Records Management Policy Acknowledgement Receipts</p> <p>These are the records management policy acknowledgements signed by state employees on an annual basis. This information is frequently requested. Keep final version of excel spreadsheet once new policy is released.</p>	Digital File	4/4/2016	Years	3	No Retention	Destroy Current
<p>Schedule #: 2193 43:Local Government Record Retention Schedule Records</p> <p>The Local Government Record Retention Schedules provide retention and disposition authorization for all local governments and their agencies and offices: municipalities, quasi-municipal organizations (such as school administrative districts, water or sewer districts, etc.), offices of county government (such Register of Deeds, County Sheriff, etc.), and offices of District Attorney.</p> <p>The schedules list those records which any local agency may create or receive during daily business. The schedules indicate the minimum length of time records must be retained before they may be disposed of legally. This is a replacement of the Chapter 10 Rules for Disposition of Local Government Records. These schedules have been prepared, approved and issued by the Maine State Archives pursuant to Maine Title 5, Chapter 6, §95-B. This approval provides the legal basis for local agencies to incorporate these schedules as part of an active records management program.</p> <p>These records show schedule adoptions, authorizations and other significant records related to the formation of the Local Government Record Retention Schedules.</p> <p>Records will be retained for 10 years after superseded or obsolete.</p>	Mixed	8/20/2020	Contingent Upon Event - See Description	0	No Retention	Archives Current
<p>Schedule #: 2194 44:Records Management Database Records</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Records Management database gives State employees and citizens a central registry of all records being created at public expense. The database allows us to keep track of our holdings—Archives and Records Center both. Every container on the shelves should be identified as belonging to a particular record series, and the database should let us know where it is stored, what agency created it, whether it still belongs to that agency or has been officially transferred to State Archives custody; and, if/when it's scheduled for destruction. Records Management also uses the database to keep track of the departmental Records Officers, Assistant Records Officers, and Cardholders who are our customers.</p> <p>The RM database contains the following information: Record Retention Schedules, Transmittal Records, Reference Service Request Records, Disposition Records, Cardholder Records.</p> <p>The records listed above (from which data is recorded into the database) are mirrored in other schedules/records stored in the office. Different data sets in the database have different retention periods; some are retained permanently in the agency while others are updated as changes occur.</p>	Digital File	8/20/2020	Contingent Upon Event - See Description	0	No Retention	See Description Current
